

Interior Design Guide

- **Introduction**

The Appendix “A” defines the scope of A&E services. This Interior Design Guide further defines the interior design services identified in the Appendix “A” and identifies our technical and submittal requirements for interior designers doing design work for the Atlantic Division.

- **Communications**

Direct communication with the Atlantic Division Interior Design reviewer is encouraged. If you have a question concerning a particular comment, contact your Atlantic Division reviewer. This may avoid unnecessary re-submittal of plans and specifications due to a misunderstood comment. The reviewer’s name, phone number and email address can be found on the comment sheets.

- **Interior Design Requirements**

- **Interior Design Manual/Guide**

An Interior Design Guide/Manual is currently being compiled by a group of NAVFAC EFD/EFA interior designers. Its primary purpose will be to provide criteria for qualified interior design professionals who prepare interior design projects for the Navy and its clients. It is intended to support the objective of integrated facility design by combining input from all engineering and design disciplines and encourages participation of the interior designer from the onset of design development. The manual will discuss the basic scope of interior design services, design criteria, submittals, supply sources, etc. Once this manual is completed, it will be linked to this Website for viewing, reference and use.

Excellence in interior design is a prime goal for all Navy construction projects. NAVFACENCOM is committed to this goal and stresses quality design in all projects. Refer to NAVFAC [Interior Design Policy Letter](#).

- **Interior Design – Architectural or IDA (previously Color/Finish Design or SID)**

Interior Design – Architectural (IDA) is considered as the design, selection and coordination of any element that is integral to or attached to the building structure. These elements include, but are not limited to, interior finishes (carpet, ceramic tile, porcelain tile, vinyl composition tile, paint, wallcovering, plastic laminate, etc.), built-in furnishings (projection screens, toilet partitions, lockers, cabinetry, fixed seating, etc.), and miscellaneous interior elements (such as signage, window blinds, etc.). Coordination of exterior architectural elements is addressed in the [Architectural Design Guide](#) (Click on Guidance and Policy Tab).

The IDA shall be communicated to the end user and contractor through the use of Color Boards, Finish Schedule/Legend, Color Documentation Binders, Furniture Footprints and other supporting drawings.

- **Interior signage**

Ensure that all necessary interior signage is incorporated as part of the architectural drawings. All handicap accessible facilities shall utilize signage which meets current ADAAG requirements with regard to Braille, raised characters, finishes (contrast), size, and mounting height. If room names are subject to frequent change, it is suggested that an interchangeable strip be utilized to facilitate removal and replacement. Necessary signage schedules should be incorporated into the architectural drawings and specification sections should be coordinated.

Built-in equipment

Built-in equipment (i.e.; kitchen equipment, cabinetry, projection screens, etc.) should be clearly designated on the architectural drawings. Applicable specification sections should also be coordinated. Ensure necessary electrical connections are coordinated with equipment locations. Specify any equipment finishes either in the specification section or within the Finish Legend.

Paint Selections

Ensure that all manufacturers referenced for paint color selections meet Federal Specification.

Coordination with other disciplines

Ensure other engineering disciplines are coordinated with interior design elements. Furnishings layouts and locations of built-in equipment should be considered during the placement of lighting, power and communication receptacles, electrical/fire protection panels, sprinklers, etc. In large open office areas where systems furniture could possibly be used, coordinate necessary electrical connections for future power supply to electrified panel bases. See [Electrical Design Guide](#) (Click on Guidance and Policy Tab) for additional information on coordination of electrical for systems furniture.

Handicap

Ensure the Furniture Footprint plans meet ADAAG (Americans with Disabilities Act Accessibility Guidelines) and UFAS (Uniform Federal Accessibility Standards) requirements, whichever is more stringent. Exceptions to these requirements are facilities that have been restricted to "able-bodied military personnel only". Interior signage within handicap accessible facilities shall meet also meet current ADAAG requirements.

Sustainable Design

Sustainable or "green" design elements shall be considered on all projects. Finish materials containing recycled product and materials that can be recycled at the "end of their useful life" shall be evaluated by designers.

Be aware of Executive Order 12873 that emphasizes the requirements for Federal procurement of current and future "EPA designated products" containing recycled materials. Some interior materials (such as carpet, floor tile and toilet partitions) have been targeted by the EPA and require Federal agencies to give first preference to "EPA designated" products in the event they are available at reasonable cost, meet the project performance standards and are available with a reasonable timeframe.

- **Interior Design – Furnishings or IDF (Option)**

The Interior Design – Furnishings (IDF) option deals with the design, selection, specification and color coordination of all furnishings necessary to meet the functional and operational needs of the facility.

Preparation of an IDF package is an option that may be exercised using A&E design services. This tasking is usually negotiated separately from the Interior Design – Architectural portion. It is sometimes termed “backside” or “Section D” effort by Atlantic Division project managers. The IDF option should be performed by a practicing, certified and or registered professional interior designer. Refer to the NAVFAC [Interior Design Policy Letter](#). Therefore, if an A&E firm does not employ an interior designer, it is recommended that they secure the services of a professional interior designer to complete the IDF.

The IDF option, if exercised, does not begin until approximately twelve (12) months prior to construction completion. The A&E, if contracted to perform the IDF, will be contacted by the Atlantic Division Collateral Equipment Group for direction. Additional information on the IDF option and scope of work are contained in this Design Guide under Post Design Services.

- **Design Services**

- **Interior Design Basis of Design**

Provide a narrative description of the preliminary color design concept addressing architectural finishes and colors. Describe materials for all major items of construction and all interior finishes. Discuss the status of the Collateral Equipment list and any plans to develop it during the design process.

- **Color Boards and Binders**

- **General**

Finish material color boards and binders displaying actual samples of all proposed interior and exterior finishes are required during the design of a project. Color boards are required at 35% Design Development Submittal, 100% Pre-final Submittal and Final Submittal. Color documentation binders are also required at the Final Submittal for distribution to the ROICC, construction contractor, and the Atlantic Division Design Division.

- **Color Board Format**

Material and color boards shall be 16” X 20”, either foam core or mat board. Boards shall be sufficiently rigid to support heavy samples. Additional backing may be necessary. Finish materials shall be labeled clearly enough that their intended application is evident. Material and finish samples shall represent true pattern, texture and color. Samples shall be large enough to indicate any pattern repeats. Provide a label or title block identifying the submittal stage, project title and location, A&E and construction contract numbers, A&E name and date. Separate color boards shall be submitted for exterior and interior finishes.

- **Color Documentation Binder Format**

Color Binders shall be submitted in 8 ½" X 11" hardbound multi-ring binders. See [color binder format](#) (.pdf document). This document is also available in Microsoft Word format in the [Download section](#) of this Website). These binders shall contain samples of all interior and exterior finishes used in the design of the facility.

A sample of each interior and exterior finish used in the color design shall be attached in the three, upper boxes (hence, only three samples per page). Extremely heavy finish samples shall be mechanically fastened or foam-taped to the sheets; additional foam core backing may be necessary for stability. The color codes used within the Finish Legend shall be designated in the spaces above the samples (manufacturer and product number should also be noted). **DO NOT FILL IN THE LOWER ROW OF BOXES!!!** This row will be filled in during the shop drawing process as materials are either approved/disapproved. Samples of any deviation to the original selection will be placed in the lower boxes, noting manufacturer, product numbers, shop drawing number and date.

Provide cover and spine insert sheets identifying the document as the Interior and Exterior Color Documentation Binder. Insert sheets shall also include the submittal stage, project title and location, A&E and construction contract numbers, A&E name and date.

A half-size copy of the Finish Legend/Finish Schedule shall be attached in front of the binder along with any supporting drawings clarifying finish application (tile patterns, etc.)

- **Interior Design Support Drawings**

- **Finish Schedule and Finish Legend (Architectural – “A” Sheets)**

The Finish Schedule and Legend should be directly coordinated with the architectural floor plans. The application of finish materials shall be identified by either keying them to the Finish Legend or incorporating notes/remarks to clarify their use. The Legend shall specify actual manufacturers' names and product numbers to serve as a point of reference with regard to finish quality, color, texture, pattern, etc. Ensure that a non-proprietary statement is incorporated within the Schedule/Legend. Federal Standard colors are not required when referencing interior finishes.

- **Furniture Footprint Plans (Interior Design – “ID” Sheets)**

Furniture Footprint Plans are considered part of the “architectural” design scope of work. They are provided to show that the furnishings necessary for the building function can be accommodated within the spaces, comply with all necessary UFAS and ADAAG accessibility requirements, and satisfy applicable life safety requirements. They are also utilized for coordination of other architectural elements and engineering disciplines (lighting, power, mechanical, window placement, etc.) with respect to furniture placement.

Ensure that Furniture Footprint Plans are stamped or noted “For Reference Only” since furnishings are usually **not** considered part of the construction contract. Furniture footprints will ultimately serve as a basis for future Interior Design - Furnishings (IDF) packages that may be exercised. 35%, 100% and final submittals shall include Furniture Footprints Plans as part of the drawing set.

- **Supporting Interior Finish Drawings (Architectural – “A” Sheets)**

It may be necessary to provide supporting drawings (plans, elevations, etc.) in the event details need to be shown to clarify special finish treatments. Examples are tile and carpet patterns, accent walls, graphics/murals, etc.

- **Collateral Equipment Documentation**

The Furniture Footprint plans shall be based on the project Collateral Equipment list. If no list has been made available, the designer shall work directly with the Activity to assess their needs and develop a list of equipment/furnishings required for each space within the facility. The designer shall continue to update this list in conjunction with the Furniture Footprint plans. This list shall be included with each submittal. The final list will serve as guidance if the Interior Design – Furnishings (IDF) option is exercised and will also assist Atlantic Division Collateral Equipment Group to refine funding needs.

- **Post Design Services**

- **Interior Design – Furnishings (IDF) Option**

The Interior Design – Furnishings (IDF) option deals with the design, selection, specification and color coordination of all furnishings necessary to meet the functional and operational needs of the facility.

The preparation of an IDF package is an option that may be exercised using A&E design services. This tasking is usually negotiated separately from the Interior Design – Architectural (IDA) portion. In addition, the IDF contract option normally does not begin until approximately twelve (12) months prior to construction completion. The A&E will be contacted by the Atlantic Division Collateral Equipment Group and direction will be provided on when to begin developing the IDF package. All effort (design reviews, meetings, etc.) associated with this package should be coordinated through the Collateral Equipment Group at (757) 322-8333.

- **Scope of Work**

The Scope of Work for Interior Design – Furnishings (IDF) package preparation is as follows:

Selection and layout of furniture, furnishings, and accessories including, but not limited to sofas, chairs, tables, systems/modular furniture, silk plants, artwork, area rugs, window treatments, etc. The Furniture Footprint Plans and Collateral Equipment list from the Interior Design – Architectural (IDA) effort will serve as a “starting point” for developing furniture layouts.

Most items are available through Government Sources of Supply (UNICOR, Federal Supply Catalog, etc.) or current GSA (General Services Administration) contracts. The A&E is required to prepare adequate written justification, giving reasons why open market procurement of any item is necessary. In addition, if UNICOR product is not being specified, the A&E will be required to prepare waiver(s) that must be obtained prior to the procurement of the item(s). Waivers will be discussed in more detail at the IDF kick-off meeting. Ensure that product lead times take into consideration the construction completion dates and that GSA contracts will not be expired at the time of procurement.

The A&E shall select and specify all colors, fabrics, furniture and furniture finishes to coordinate with the Interior Design – Architectural (IDA) finish materials (carpet, paints, etc.). Although building finishes have been selected and referenced in the construction contract design documents, the A&E shall confirm actual contractor applied finishes through field verification and/or coordination with the ROICC staff. Changes to the originally intended IDA package could possibly have occurred during the construction/shop drawing process.

One set of presentation boards (16" X 20") shall be prepared. These boards are to include catalog "cuts" of furniture and accessories, finish samples and fabric swatches intended for use on all furnishings and window treatments, etc. It is beneficial to include samples of critical building finishes (i.e.; carpet, paints) to help convey the entire "concept" to the end-user.

A minimum of five (original & four copies) Interior Design – Furnishings (IDF) packages (8-1/2" x 11" three-ring binder format) shall be prepared and delivered to the Collateral Equipment Group at the final submittal. Provide cover and spine insert sheets identifying the document as Interior Design – Furnishings (IDF). Insert sheets should also include the project title and location, project number (P#), A&E name and date. These packages shall include, but are not limited to:

- **Floor plans (full & half-size)** indicating locations of all furniture and accessories. These items shall be identified with an item number that is keyed to the presentation boards and furniture procurement sheets (i.e.; Chair = C1, C2, C3; Files = F1, F2, F3, etc.).
- **Procurement Sheets** (see [procurement sheet](#) (.pdf format). This document is also available in Microsoft Word format in the [Download section](#) of this Website) shall be prepared for each item used in the design. This sheet identifies project name, project number (P#), product specification information, vendor information, GSA contract information, Federal Stock information (if applicable), number of items, quantity, price, a photo or sketch of the item, etc. Open market justifications and/or any other critical procurement information should be entered into the "Special Instruction" box at the bottom of the sheet.
- **Photographic color reproductions** or color copies of the presentation boards reduced to fit within the 8-1/2" X 11" package format.
- **Cost Summary** of all furnishings categories (i.e.; Accessories, Chairs, Workstations, etc.) along with a grand total of all products included in the package. Ensure all necessary installation and contingency costs are included in the summary.
- Consider inclusion of a **Table of Contents** that could improve navigation throughout the IDF package.
- **Manufacturers' Source List** identifying all manufacturers used in the package, their addresses, phone numbers and points of contact.
- **Room placement sheets** shall be provided for each room/area. When required, each room placement sheet will graphically depict the location of each item in the room and list each item of furniture or equipment that is scheduled to be placed in the area. These placement sheets are taped to each room door when move-in occurs to help installers determine where each piece of furniture should be placed. Room placement sheets typically include information such as quantities,

item codes (from Procurement Sheets), and brief product descriptions (including colors) in a tabulated, easy-to-read format.

- **Package Development Sequence and Submittal Requirements**

- **Preliminary/Kick-Off Meeting**

A Collateral Equipment Group representative will coordinate a preliminary (kick-off) meeting with the A&E, Activity and a Atlantic Division Interior Design representative. This meeting is usually held approximately twelve (12) months prior to the estimated construction completion date to review the Furniture Footprint Plans and Collateral Equipment list developed during the IDA. This meeting will also clarify procedures and requirements as well as develop/confirm milestones for the Interior Design – Furnishings (IDF) package submittals. UNICOR waiver procedures will be discussed.

Once the preliminary/kick-off meeting has taken place, the A&E is free to visit the Activity to review the Furniture Footprint Plans and the Collateral Equipment list in more detail, conduct necessary interviews to assess requirements, inventory office equipment which will be brought forward, etc.

- **Preliminary (35%) Submittal & Presentation**

Submit two (2) copies of proposed plan(s), a rough draft of all procurement sheets and cost summary, along with one (1) set of preliminary presentation boards to Atlantic Division Collateral Equipment Group for review (by Collateral Equipment Group, Interior Design Section and Activity). The purpose of this review is to ensure that the proposed plans comply with code and the basic limitations imposed by Government regulations. Procurement sheets will be reviewed to evaluate selections and procurement information. Any Atlantic Division and Activity review comments will be forwarded to the A&E in written format. All comments should be incorporated and/or a response shall be noted by the A&E prior to the next submittal. All written comments and responses will be forwarded to all parties involved. Concurrent to this submittal, a 35% presentation to the activity will be coordinated (by the Collateral Equipment Group) to ensure Activity concurrence with the preliminary furnishing selections and layouts Atlantic Division Collateral Equipment and Interior Design representatives may be present during this presentation.

- **100% Submittal & Presentation (presentation optional)**

Submit two (2) copies of 100% plans, procurement sheets and cost summary along with one (1) set of presentation boards to Atlantic Division Collateral Equipment Group for review by Activity, Collateral Equipment Atlantic Division Interior Design. Both the Activity and Atlantic Division will provide any comments in written format. These comments shall be incorporated into the final submittal or the A&E shall provide written response explaining why comments will not be incorporated. All written comments and responses will be forwarded to all parties involved.

If deemed necessary, a meeting among A&E, Activity and Atlantic Division Collateral Equipment and Interior Design representatives may be required to

present the 100% IDF by means of presentation boards, furniture plans and procurement sheets.

- **Final Submittal**

The A&E shall submit the original and four (4) copies of the final IDF package including all components outlined in the Scope of Work above. Any deviations in package copy requirements or contents must be discussed and mutually agreed upon at the 100% submittal.

Advisory services shall be provided by the A&E to make recommendations on any changes to the original IDF package which are necessary as a result of non-availability/discontinuance of products, changes in activity requirements, etc.

- **Guidelines**

Criteria for furniture selection shall include function, anthropometric and ergonomic considerations, maintenance, durability, comfort and cost. An Interior Design Manual is currently in the process of being compiled by NAVFAC EFD/EFA interior designers. This manual will provide additional guidance on interior design criteria that will aid in the preparation of IDF packages for all NAVFAC projects. Once this manual is available, it will be linked to this website for viewing and reference.

Lavish designs, "gold-plated" in any respect, or potentially conveying the appearance of being wasteful of government funds shall be avoided.

During furniture layout and selection, careful consideration shall be given to the coordination and integration of building elements such as power sources, ceiling heights, lighting, wall switches, window placement, etc. For instance, high density shelving heights and layout will be directly affected by ceiling clearances, possible sprinkler locations and lighting placement/design; systems furniture panels should not block windows, alarm panels, etc.

Ensure that all furniture layouts meet ADAAG (Americans with Disabilities Act Accessibility Guidelines) and UFAS (Uniform Federal Accessibility Standards) requirements with respect to clearances, traffic flow, etc. Exceptions to these requirements are facilities that have been restricted to "able-bodied military personnel only".

UNICOR (Federal Prison Industries) products shall be duly considered during the furnishings/accessories selection process. The A&E shall provide written justifications and waiver requests if UNICOR products do not meet the end-users needs, project schedules, etc.

Interaction with the Activity is encouraged to assess their needs, feedback and reactions to furniture and fabric selections. However, any unusual Activity requests, actions or revisions shall immediately be brought to the attention of Atlantic Division Collateral Equipment Group.

- **Design Submittals**

- **35% Design Development Submittal**

- **Basis of Design**
Describing interior and exterior finishes and colors intended for use in design of the facility
- **Conceptual Color Board(s)**
Reflecting proposed interior and exterior colors
- **Preliminary Finish Schedule/Finish Legend**
Coordinated with architectural floor plans assigning finish materials to all spaces.
- **Preliminary Furniture Footprint**
Reflecting Collateral Equipment list.
- **Collateral Equipment Documentation**
Preliminary Collateral Equipment list (coordinated with the Activity)
- **100% Prefinal Submittal**
 - **Color Board(s)**
Updated from conceptual submittal to reflect both interior and exterior colors
 - **Drawings**
 - **Furniture Footprint**
Reflecting updated Collateral Equipment list.
 - **Collateral Equipment Documentation**
Updated Collateral Equipment list
- **Final Submittal**
 - **Color Board(s)**
This board will be routed to the end-user for their use.
 - **Color Documentation Binders (3 copies)**
 - **Drawings**
 - **Final Furniture Footprint**
 - **Collateral Equipment Documentation**
Submitted separately from contract drawings.

- **Other Submittal Requirements**

- **Air Force Structural Interior Design (SID) and Comprehensive Interior Design (CID)**

When working on Air Force Interior Design packages, ensure that all [Air Force requirements](#) are met. The preparation of Air Force Interior Design packages and their submittal requirements differ from the Atlantic Division submittal requirements outlined above. Consult the project manager to assess any variations in project requirements.

- **Overseas Requirements**

Overseas projects may have special Interior Design requirements based on availability of products and interior finish materials. Finish materials may need to be selected from products available within a certain geographical region. [The RAL color system](#) is an international color-matching system that can serve as a reference for painted and pre-finished interior and exterior finish materials. This color system can be obtained through Global Engineering Documents, 15 Inverness Way East, Englewood, CO 80112; (800) 624-3974, ext. 7905, Pamela Gross. It is recommended that any special requirements be identified as early in the design process as possible so that product sampling may be obtained for use on the project. Documentation of finishes should follow the same guidelines as outlined above.

http://www.efdlant.navfac.navy.mil/lantops_04/policy/designguides/design_guide_electrical.pdf